

# Stirling Council

## Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address: <http://www.stirling.gov.uk/dataprotection>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

<b>Title of Process</b>	<b>Debtors</b>
<b>Why does the Council process personal data?</b>	To create companies or individuals as a debtor, which can be companies or individuals who are due to make payments to Stirling Council, and to process accurate debtor invoices
<b>What personal data is used?</b>	<p>Personal data can be about companies or individual people who are due to pay money to Stirling Council in relation to services provided by the Council.</p> <p><b><u>Personal Data Used</u></b>  Name  Full Postal Address  Email address  Telephone Numbers  Bank Details  VAT Registration Number  Company Number as registered with Companies House</p> <p>Data relating to criminal convictions and offences is also processed.</p>
<b>What makes it lawful for the Council to process this personal data?</b>	We process this data to comply with legal obligations.
<b>Where does the Council obtain personal data from?</b>	All services provide information on who they want to collect income from, and all data will have been collected to allow income to be recovered

	Data can also be passed from an external company or organisation but will have been the responsibility of the service who have advised that income is due. Debtors following financial regulations will check that companies have bank accounts and ensure that the information is accurate in relation to standing orders.
<b>Where does the Council keep personal data?</b>	Spreadsheets stored within Corporate Services Shared Directory, E-financials and Paper copies.
<b>How long does the Council keep personal data?</b>	Personal data is retained for 6 years from end of the relevant tax year
<b>Who does the Council share personal data with?</b>	Personal data is not shared with anyone out with the Council
<b>Who do I contact about my personal data?</b>	<p>The Council has a Data Protection Officer to make sure it is complying with data protection laws.</p> <p>The Council's Data Protection Officer is Kevin O'Kane, Audit Manager.</p> <p>He can be contacted at:  Data Protection Officer, Stirling Council, Teith House,  Kerse Road, Stirling FK7 7QA  Email: <a href="mailto:dataprotection@stirling.gov.uk">dataprotection@stirling.gov.uk</a>  Telephone: 01786 404040</p>